

**STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
REVISED MEETING MINUTES
FEBRUARY 25, 2004**

ATTENDEES:	Jim Weber, Chair	Steve Adams	Pat Brooks
	Augie Buechter	Steve Burger	Chip Byers
	Ed Collins	Carolyn Cook	Todd Craig
	Chris David	Lew Davison	Kay Dinolfo
	Tim Dwyer	Gary Eggen	Jeff Falter
	Craig Gebhardt	Jan Grecian	Cliff Gronauer
	Jill Hansen	Gina Hodge	Kim Hull
	Doug Less	Mary Luebbert	Gary Lyndaker
	Bob Meinhardt	Lora Mellies	Chris Mertens
	Rick Mihalevich	Lynn Morrow	John C. Mullen
	John Namassy	Mitch Odneal	Scott Peters
	Cindy Renick	Larry Reynolds	Dave Rogers
	Jim Roggero	Mark Siemer	Tony Spicci
	Tom Stokes	Debbie Tedeschi	Ron Thomas
	Jane Thompson	Lucy Watts	Gerry Wethington
	Chris Wilkerson	Scott Willett	Paul Wright
	Doug Young		

Jim Weber opened the meeting at 8:37 a.m.

PRESENTATIONS

1. **E-Mail Consolidation Presentation (Bob Meinhardt/Ron Thomas)** - After a brief dissertation relating to some ITAB history, Bob Meinhardt presented the road map to email consolidation, on behalf of the Architecture Review Committee (ARC). The idea of email consolidation began in the Governor's Office, when the Governor wanted the ability to send an email message to all state employees. The Email SWAT Team formulated a recommendation to this effect. Along with the Governor's Office and budget concerns from the legislature, OIT was asked to address cost saving methods within the IT area similar to that experienced with the data center consolidation. Of those areas being considered (i.e., email, server farms, data farms, networks, help desks, and call centers), the most likely candidate would be the consolidation of the email platforms. The E-Mail SWAT Team's scope was expanded to include the analysis of the email consolidation project. ITAB requested that the ARC review the analysis of the SWAT Team from a technical aspect. The ARC prepared specifications and, along with the analysis provided by the SWAT Team, asked META for an independent review and to provide their recommendations. META did indicate that most commercial organizations have moved to a single vendor with centralized architecture. After reviewing the technical assessment completed by the Email SWAT Committee and considering the business drivers and trends, the ARC recommends the state move forward in making Microsoft Exchange the email standard for the state of Missouri. Bob then presented the five-year plan developed by the ARC. Groupwise and other non-Domino users will be migrated to Exchange within one to two years. The Domino users would then be migrated to the Exchange environment within the next three to five years. Migration strategies will need to be developed for all the agencies. The OIT office was also involved in the review process with legislation, META, ITAB, and vendor meetings. META has developed some centralization realities. OIT is developing some plans to assist with the consolidation. Gerry stated the plan has been split into three PAQ's. Homeland Security is interested in collaborative capabilities so they can push information out to state employees and the five geographical areas of the state. These five geographical areas need the opportunity to maintain independent content within a portal environment. They are willing to use funds from Homeland Security to assist with this issue. The first PAQ would design a global active directory environment for the state, taking into account the five geographical areas defined by Homeland Security. The second PAQ is for the implementation of those technologies that would drive the portal solution. The third PAQ is for the move forward through the migration strategy. The first PAQ for the global directory is currently on the street. The

deadline is for submitting bids is the end of the day on March 5th. The date has not been set on when the PAQ on technologies needed for the collaboration portal will be ready. Gerry stated that the management of a centralized environment must also be considered. Various questions were voiced requesting clarification on the proposal. Gerry stated that Homeland Security has indicated a willingness to award \$800,000 toward this project. Additional funding costs will be requested from the legislature. Jim Roggero suggested including a yearly review in the five-year plan. Todd Craig stated that a migration plan should be included for the Exchange agencies also. It was also suggested that the timeframe for completion be more specific by indicating the consolidation would be completed by the end of FY06 and FY09, rather than three and five years. Several issues must be resolved before any dates can be set for the migration to begin. Bob suggested that the ARC meet separately to draft a more formal motion. It was also requested that the recommendations by the Email SWAT Committee and META be placed on OIT's website under the Members Only section. After considerable discussion, Scott Peters made the motion to accept the concept of the state of Missouri consolidating to the Microsoft Exchange email platform. John Namassy seconded the motion; the motion was approved by the ITAB Members with one abstention by Chris Wilkerson and one negative vote from Cliff Gronauer.

2. **Status of Senate Bill 1082 – Division of Network Efficiency / State Communications Commission (Jill Hansen)** – Jim Roggero stated that Senate Bill 1082 was developed by Senator Childers in an effort to develop a group that is responsible for all types of communications (i.e., radio and network). Groups exist that address each type individually but not overall. There is a high level of focus on this issue as several sponsors have signed onto the bill. The first reading has been completed. A meeting was held on February 11th to discuss the bill with Senator Childers and other senators. A meeting was also held earlier today and another is scheduled for tomorrow at 2:00 p.m. in the Senate Lounge. Senator Childers understands the importance of a more methodical approach to this issue to develop a structure and process that will meet the state's objectives. He now plans to focus on forming a working group of approximately 10 to 12 players with interest in this issue. The group will be responsible for developing the process and identifying who should be on the commission and what their duties should involve. A sunset clause will be assigned to this task. Gerry stated that Senator Childers has contacted him to request research on similar commissions in other states. Gerry stressed the importance of presenting quality information on these types of issues and doing it in a timely manner. This bill does not have a companion bill at this time. Senator Childers is also interested in setting up a dedicated information technology/communications fund that would be exempt from fund sweeps. He is reviewing the setup of the Children's Trust and Tourism funds for guidance. He is working to ensure that adequate funding is provided for telecommunications issues. The original driver for the bill was emergency situations.
3. **Use of the ITAB Legislation Web Features (Debbie Tedeschi)** - Debbie Tedeschi presented the recent revisions to the ITAB website, which include a new section to track legislation relating to IT. Referring to the open portion of the ITAB web site under 2004 Legislation of Interest, links are provided to the actual House or Senate Bill, the sponsor, a brief description, and its current status. Jim Weber stated he had received a suggestion to include an ITAB/OIT member's name in a separate column so that any information or questions could be directed to that person. Referring to the **Members Only** portion of the ITAB web site under Discussion Forum for 2004 Legislation of Interest, this features a discussion forum on legislation. Registration is required to participate in the discussion forum. An FAQ page is also included with the instructions. Gerry stated the entries will be considered as working notes. Jim thanked Chris Mertens, Debbie Tedeschi, and Kay Dinolfo for their work in this area.
4. **IT Business Plan (Gerry Wethington)** – Gerry Wethington stated that Bruce Leslie had facilitated the ITAB Strategic Planning session held last October. The two-page Strategic Plan is now published. The corresponding Business Plan is now in the process of being finalized. The Business Plan will be updated annually. Tom Stokes has developed the Business Plan, which includes strategies for carrying out this year's activities and key performance indicators. Tom reviewed the structure of the Business Plan that will be emailed to the ITAB Members in the near future. This document will be presented at the next ITAB meeting

for approval. Tom is working with Gary Lyndaker, Jim Roggero, Scott Peters, and Mary Willingham to develop this plan.

ACTION ITEM

1. Approval of the January 28, 2004, Information Technology Advisory Board Meeting Minutes

Jim Weber asked if there were changes to the meeting minutes of the last meeting; there were none. Cliff Gronauer made the motion to accept the minutes; Gina Hodge seconded the motion. The meeting minutes were approved unanimously.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

- OIT Vacancy - Gerry stated the OIT office continues to work to fill their vacant position. There were 31 applicants for the position. Gerry, Ron Thomas, and Bob Meinhardt interviewed eight candidates and hope to have it filled by March 15th.
- Upcoming Events – The Digital Government Summit is scheduled for June 17th. Gerry encouraged the CIO's to bring a policy person with them to the meeting. The Search Symposium on Integrated Justice is scheduled for March 22-24 in Washington, DC. Federal funds can be used to cover costs for those who would like to attend. An opportunity exists for us to have a team dealing with justice integration to work on a team approach. The NASCIO Mid-year Conference is scheduled for April 25-27 in Chicago. The agenda is posted on NASCIO's website (www.nascio.org). There will be a special session on governors' expectations relative to the use of information technology to achieve their agenda items. The National Governor's Association has developed a consulting program in which representatives will come to a state to meet with the governor, his cabinet, agency CIO's, and others for a one to two day consultation. There is no cost to the state and focuses on the use of information technology within government to drive and implement policy. Governor Dirk Kempthorne from Idaho is the current chair of the National Governor's Association and he is very much interested in information technology. Governor Mark Warner from Virginia is the Vice-chair and is also very interested in information technology. Virginia is the state that the legislature is looking to as a model for the centralization of IT. Centralization and standardization of IT continues to be a topic of discussion. Discussions also continue regarding the merging of OIT and OA/DIS. Across the nation, it appears to be split 50/50 between our current model in which the CIO office is independent of DIS operations and the model in which the CIO actually administers DIS operations. ITAB may want to discuss how this should happen if the merger does occur.
- Community Calendar – Gerry stated they were looking to contract with a firm to provide a community calendar capability on the web that would allow individual agencies to place organizational calendars, activities and events that would keep the public better informed. Cities and counties have initiated the calendars but Missouri would be the first state to do so. They are hoping to complete this by the end of the fiscal year.
- Privacy Issues - Rich Beckwith has resigned from state government. Privacy efforts need to get underway as soon as possible. Several inquiries have been made throughout state government on privacy policies. The Patriot Act has now passed at the federal level. Background checks are being opposed due to confidentiality and privacy of individuals. There is a growing need for clarification between background checks and criminal history checks. Gerry stated that the Highway Patrol's definitions of background checks and criminal history checks should be used as the basis for Missouri's definitions.
- OIT Billing – Gerry has two meetings left to discuss OIT billing with the non-participating agencies. Once these meetings are completed, he will send an email back to the individuals he met to ask for their decision. He plans to send out the OIT billing for the second half of the fiscal year by the end of March. He will include notification of each agency's decision.

- IT Expenditures - FY02 expenditures reported by the agencies totaled \$172,800,000. Gerry was asked to do more research and include programs not actually included in the IT budgets. Gerry requested a report from SAM II for all agencies. They also looked at E & E and Personal Services. The total amount of IT expenditures obtained from SAM II was \$298,450,482.69. Of this amount, 23.81 percent is General Revenue, 6.83 percent is Highway funds, 29.69 percent is federal funds, and 39.67 percent is other funds. The same report was run for FY03, which listed the total IT expenditures as being \$274,086,671.10. This is a 7.1 percent reduction in one fiscal year from FY02. The percentages for FY03 are as follows: 20.94 percent is General Revenue, 7.03 percent is Highway funds, 27.89 percent is federal funds, and 44.14 percent is other funds. He is in the process of running FY04 figures for the first six months. The reduction in the amount of General Revenue funding was 19.2 percent. If General Revenue is being reduced, positive growth in other areas should be evident. Industry organizational IT expenditures in FY02 increased by 3.6 percent; in FY03 as compared to FY02, their increase was 3.8 percent. The industry average increase of 3.8 percent compares to a 7.1 percent reduction for state government. In addition, industry spends 5.5 percent of their total budget on IT; state government only spends 1.2 percent of its total budget, while maintaining an A- grade on IT management in the state. IT expenditures in Security increased by 8 percent overall. Percentages of increased industry IT expenditures are as follows: 47 percent growth in web applications, 8 percent growth in consulting services, 69 percent growth in business continuity/disaster recovery, 27 percent growth in egovernment, 34 percent growth in eprocurement, 42 percent growth in ERP, 12 percent growth in IT advisory, 20 percent growth in IT outsourcing, 20 percent grown in network management, 46 percent growth in portals and 66 growth in security.

2. ITAB Chair Update (Jim Weber)

- Review of Action Items from Previous Meeting
 - Gerry to check the status of the legislative proposal to give state specific authorization to copyright software developed by employees and/or consultants for selling to the private sector. - Gerry to check the status this week.
 - Gerry to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04. – In progress – two agency meetings left.
 - Bios to be emailed to Debbie Tedeschi (Debbie.Tedeschi@oit.mo.gov). - Completed.
 - Digital Certificates Subcommittee (Todd Craig) to address Verisign Contract issues. - Pending.
 - Gerry to keep ITAB Members informed of email consolidation efforts. – Ongoing; will make standing agenda item.
 - ITAB to review feasibility of Instant Messaging after email consolidation issues are addressed. – Move with previous item to be standing agenda item.
 - Privacy Committee (Rich Beckwith) to draft a Privacy Statement for use by all state agencies and present to ITAB for approval. – Rich resigned February 13th; Jim Weber has asked Scott Willett to chair this committee and the domain.
 - Privacy Committee (Rich Beckwith) to obtain guidelines from the Highway Patrol for background checks. - Pending.
 - Agencies to submit names for participation in the Privacy Domain Committee to Rich Beckwith. – Pending; Jim Weber to attempt contact with Rich Beckwith.
 - Agencies to ensure they have representation on the Security Committee. – Pending.
 - Agencies to develop list of steps to be taken at different levels for their internal INFOCON plans. – Pending. The group will eventually be sending out a request to the agencies to request their plans.
 - Agencies to identify a primary delegate for the Security Committee. Larger agencies may want to also identify a secondary delegate. Names should be submitted to LTC Tom Smith, Chairman of the Security Committee. – Pending.
 - MO GIS Advisory Council to update charter and bylaws and forward to ITAB for approval. – Tony Spicci stated the Council had reviewed the changes by the CIO and approved them. He will send

out are the revised bylaws, as they will use the bylaws instead of developing a additional charter. Meeting minutes are posted for review. Their bylaws and meeting minutes may be viewed at www.mgisac.org

- Project Management Committee (PMC) will review the Recertification process with B&P after ITAB approves the process. – Pending.
 - WWT will add a field to the Consolidated Purchases Program to include what the cost would be if purchased by individual agencies. – Completed.
 - Gerry to present revised Strategic Plan and detailed Business Plan to ITAB for approval. – Completed.
 - Gerry to proceed with planning of meetings with all state IT employees. – Pending – looking at using Truman Building Rooms 490/492 in April.
 - ITAB Members to respond to Kay Dinolfo on the Internet Applications Survey, if haven't already. No more responses. - Completed.
 - ITAB Members to delegate employees to participate in the Privacy Committee. – Pending – Scott Willett will coordinate.
 - Tom Stokes to schedule meeting with Gary Lyndaker, Jim Roggero, Mary Willingham, and Scott Peters to develop Business Plan. – Done.
 - Gerry Wethington, Jim Weber, Jim Roggero, and Jan Grecian to review and update ITAB Charter. – Pending.
 - ITAB Members to schedule employees in next Project Management course as soon as possible to ensure class minimum attendee requirements are met. – Completed - Classes are scheduled to begin on March 15, 2004.
 - Ryan Lanclos to provide Gerry with ESRI contact. – Pending.
 - Gerry to circulate to the agencies the areas to be included in their business continuity plans. – Pending.
- Jim Weber stated that a proposal had been made to change our current motto from Enabling Business with Technology to Enabling Government with Technology. Jim Roggero made the motion to accept the proposal; Scott Willett seconded the motion. The change was approved unanimously.
 - After a discussion, ITAB members agreed to allow the current primary/alternate designations for ITAB stand. No submissions are necessary unless changing designates. The charter will be updated to reflect this change.
 - Jim Weber stated the Project Management Certificates would be presented to the graduates at the next meeting. Tom Stokes noted that ten participants are currently enrolled in the class scheduled to begin in March. There are four slots that remain available at this time.

ITAB COMMITTEE UPDATES

1. **Architecture Review Committee Update (Bob Meinhardt/Ron Thomas)** - Bob Meinhardt reported the ARC Interoperability Domain will be sending out a survey to track the components used for data exchange between agencies/entities. Gerry stated he would provide the information he obtained approximately six months ago when Legislative Oversight requested the inventory of IT assets, to the Infrastructure and Interoperability Domain Chairs (Pete Wieberg and Charles Williams). Agencies may just need to update the information listed.
 - Architecture Technical Committee (Mike Schweiss/Ron Thomas)
 - Interface Domain (TBD)
 - Information Domain (TBD)
 - Infrastructure Domain (Pete Wieberg)
 - Interoperability Domain (Charles Williams)
 - Application Domain (Pat Brooks)
 - Systems Management (TBD)
 - Security Domain (Lora Mellies/R.D. Porter)

- Privacy Domain (Scott Willett)
2. **Digital Government Committee Update (Lew Davison/Ron Thomas)** – Ron Thomas stated the Committee continues to work with META. Lew has developed a strategy statement that he has provided to META for their review. He will review with the Committee after he receives comments from META.
 - Application Development Subcommittee (Jim Roggero/Pat Brooks)
 - Credit Cards Subcommittee (Scott Peters)
 - CRM (Don Lloyd)
 - Digital Certificates Subcommittee (Todd Craig) – Todd Craig stated the survey results were posted. Fourteen agencies participated in the survey.
 - Digital Media Subcommittee (Jim Weber/Kay Dinolfo) – Kay Dinolfo stated the group was working on an April conference for web issues. She will provide more details closer to the date.
 3. **MOTEC Update (Paul Wright/Laura Mertens)** – Paul Wright stated the usage updates for January were sent prior to meeting. The usage percentage for Room 1 for the year is 71 percent; Room 2 is 72 percent. Room 2 did have a class canceled in January. Laura Mertens has put together information on the number of IT positions in each agency to be used in the MOTEC calculations. Upon receipt of this information, please confirm the numbers for your agency and respond to Laura as soon as possible. If you have any questions or concerns with the numbers, please contact Laura at 522-5057. The Committee has also discussed how to reimburse for classes led by state employees. The decision was made to continue the current practice of not charging the agencies for these types of training classes, as a fairer practice could not be determined at this time. MOTEC will continue to provide the classroom, setup, and any necessary administrative support at no cost.
 4. **Personnel Committee (Chris Wilkerson)** – Jan Grecian reported the Committee is working on a draft for cybersecurity specialty codes that will be presented to ITAB for approval. Their Committee does now include representation from OA Personnel. Scott Willett asked the Personnel to consider allowing the agencies to make the determination on which level of the CIT classification an employee is assigned (i.e., CIT I, II or III and CITS I, II or III). His agency has had difficulty getting positions through OA in recent months.
 5. **Privacy Committee (Scott Willett)** – Scott Willett has accepted the role as Chair of this Committee and the Domain, due to the resignation of Rich Beckwith. The group discussed if the names of the committee members need to be resubmitted to Scott. Gerry and Jim Weber will be checking to determine the location of the information that Rich maintained on this Committee.
 6. **Project Management Committee Update (Jim Roggero/Tom Stokes)** – Jim Roggero stated the Committee would be evaluating the current status of its subcommittees. If the objective of the subcommittees have been met, either they will be deleted or assigned new tasks. Jim stated the ITAB had previously approved the recertification process. The Committee is currently developing the operational aspects of the recertification. The RFP is in the development stage but is moving forward.
 - Cost Benefit Approach to State Government Subcommittee (Paul Wright) - Paul Wright stated that he and Jan Grecian had met with the six students from the University of Missouri that were assigned to their project. The discussion was held on February 5th to discuss the overall project. The students have since submitted a summary of the meeting to them to ensure their understanding of the project. Minor changes were made and returned to them. Paul stated they would like to do a presentation on this at the April ITAB Meeting. Some meetings will also be scheduled in April with some of the agency CIO's. Gerry suggested including a meeting with Christa Myer in Budget and Planning, since she is familiar with MOVAP. He also indicated that meetings with the FMAC Chair and Vice-chair might be beneficial. We may wish to invite someone from Budget and Planning to the ITAB meeting.
 - Performance Measures Subcommittee (Paul Wright) – Paul Wright stated the Subcommittee has previously submitted Part I - Introduction to Performance Management Process for review by ITAB. He has incorporated the recommended changes to the document, which has been approved by the Project Management Committee. Paul made the motion to approve the Part 1 document; Jim Roggero seconded

the motion. The motion was approved unanimously. Jim Roggero thanked Paul and the OIT staff, particularly Jan Grecian, for their efforts in this area.

- Project Oversight Subcommittee (Gary Lyndaker/Bob Ordway) – No update.
- Risk Management Subcommittee (Scott Peters) - No update.

7. **Security Committee (Lora Mellies/R.D. Porter)** – No update.

8. **User Group Coordination (Larry Reynolds)** – Larry Reynolds has agreed to take the lead on this Committee, due to the resignation of Rich Beckwith. Gerry and Jim Weber will be checking to determine the location of the information that Rich maintained on this Committee.

COLLABORATIVE EFFORTS

1. **Internet/MOREnet Update (Tony Wening)** - Chip Byers stated a HELIX conference has been scheduled at Tan-Tar-A on March 24-25. An announcement on the conference has been forwarded to the ITAB members by OIT. The conference has a strong security component.
2. **Network Management Consortium Update (Jim Roggero/Jill Hansen)** – Jim Roggero reported the Consortium has been partially focused on Senate Bill 1082. CISCO is assisting with the development of critical factors and responsibilities associated with networks and network security. The next meeting is scheduled for March 18th at 10:00 a.m. in Room 493 of the Truman Building. The group plans to begin taking action based on prior discussion. Tasks have been assigned to the team leaders and they will be working with the facilitator at the next meeting. The final action plan will be completed as soon as possible. There has been no movement on the satellite communication RFP.
3. **Statewide Purchasing Update (Gary Eggen/Karen Boeger)** - Gary Eggen stated they are in the early stages of the SmartBuy program. A wide range of areas are being considered. A meeting relating to SmartBuy is being scheduled. A meeting notification will be sent out to the ITAB Members when the meeting is scheduled. For more information relating to the program, please visit this web site: www.smartbuy.mo.gov. A Prime Vendor Oversight Committee Meeting is scheduled for March 1st at 1:30 p.m. in Room 750 of the Truman Building. Gary also noted the consulting services contract renewal is in the final stages.
4. **Technology Services Update (Gail Wekenborg)** - No update.
5. **MO GIS Advisory Council (Tony Spicci)** – Tony Spicci reminded everyone that several agencies are not represented on this Council. If anyone is interested in joining the group, they should contact Gerry's office. The Council is currently working with OIT on a GIS project with Audrain County in which a web site is being created to allow citizens to access the assessor database and related GIS areas. Key players included in the process include the Department of Revenue, Missouri Spatial Data Information Service, and the Department of Natural Resources. The project is being coordinated and is moving forward.

OPEN DISCUSSION

Gerry stated that he would like to have a discussion of the pillars of government and communities of interest added to the agenda for the April ITAB Meeting. He would like ITAB to come to a consensus of who the pillars of government are within the state of Missouri communities of interest and where they belong. He would like to see the agencies meeting collectively to look for opportunities and efficiencies. Gerry will send out some materials on this topic prior to that meeting.

REVIEW OF ACTION ITEMS

- Gerry to check the status of the legislative proposal to give state specific authorization to copyright software developed by employees and/or consultants for selling to the private sector.

- Gerry to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04.
- Send email to elected officials to obtain their responses on participating in OIT costing, after completion of meetings.
- Digital Certificates Subcommittee to address Verisign Contract issues.
- Privacy Committee to draft a Privacy Statement for use by all state agencies and present to ITAB for approval.
- Privacy Committee to obtain guidelines from the Highway Patrol for background checks.
- Agencies to submit names for participation in the Privacy Domain Committee to Scott Willett. (Jim Weber is attempting contact with Rich Beckwith at this time for status.)
- Agencies to ensure they have representation on the Security Committee.
- Agencies to develop list of steps to be taken at different levels for their internal INFOCON plans.
- Agencies to identify a primary delegate for the Security Committee. Larger agencies may want to also identify a secondary delegate. Names should be submitted to Lora Mellies, Chairman of the Security Committee.
- Project Management Committee (PMC) will review the Recertification process with B&P after ITAB approves the process.
- Gerry to proceed with planning of meetings with all state IT employees.
- Agencies to delegate employees to participate in the Privacy Committee. (Jim Weber is attempting contact with Rich Beckwith at this time for status.)
- Gerry Wethington, Jim Weber, Jim Roggero, and Jan Grecian to review and update ITAB Charter.
- Gerry to circulate to agencies the areas to be included in business continuity plans.
- Ron Thomas to place Email SWAT Team and META recommendations on OIT Website, Members Only section.
- ARC to draft a formal motion for approval by ITAB that the State of Missouri will move forward to adopt Microsoft Exchange as its email platform.
- Agencies to provide feedback to Tom Stokes on IT Business Plan.
- Gerry to send out OIT Costing invoices to agencies.
- Debbie Tedeschi to update ITAB Logo on web site with change approved by ITAB.
- Purchasing to send out message relating to SmartBuy presentation.
- Gerry to send out materials relating to pillars of government, to be discussed at the April ITAB Meeting.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, March 31, 2004 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

JLW/cc